

Fee for Service Behavioral Health Provider Checklist

Below is a checklist to assist you in becoming a Fee for Service (FFS) provider and billing out of Part II of the billing guide. To receive assistance with any of these items please contact the appropriate agency located in the contact list at the end of this notice.

Pre-requisite to Providing Services

- ✓ Be a licensed and certified behavioral health provider with the Department of Health with a current administrator listed in the Department of Health database. Having a valid administrator email expedites the registration process.

The process for changing a Behavioral Health Agency Administrator is as follows:

- ✓ The agency will complete an Administrator Change Notification Form (PDF).
- ✓ The form must be paired with a copy of a recent criminal background check for the new administrator. These documents are submitted via email to hsqaafc@doh.wa.gov.
- ✓ [Have an NPI number for each subpart or location providing services in your organization](#) for which a separate payment and remittance information is desired (can we say something like It is not necessary that each location have a separate NPI. The same NPI can be used).
- ✓ Submit a billing provider application for each NPI to HCA with a signed Core Provider Agreement. Be sure to include the taxonomy that you need on your application. If you need to know what taxonomy to be added. Please email FFSQuestions@hca.wa.gov. If you are currently using ProviderOne to receive payment for a NPI under HCA's Fee for Service (FFS) program, no action with HCA is necessary for that NPI. If not currently billing under the FFS program, or uncertain of enrollment status of your NPI(s), [contact HCA's provider enrollment team](#).
- ✓ [HIPAA transaction information can be found at the following HCA site](#). HIPAA is important because it ensures healthcare providers, health plans, healthcare clearinghouses, and business associates of HIPAA-covered entities must implement multiple safeguards to protect sensitive personal and health information.

Before Providing Services

- ✓ After an application is approved by HCA, documents are sent to the mailing address provided on your application. The documents include:

- A welcome letter with a unique ProviderOne ID assigned to each NPI,
- A provider supplemental information request form, which must be filled out and

returned for your organization to access ProviderOne and submit claims

- ✓ [Review the next steps for new Medicaid providers after enrollment](#)
- ✓ [Sign up for a Secure Access Washington \(SAW\) ID](#). SAW is Washington State's portal for access to agency portal applications, including FFS Provider Entry Portal.
- ✓ Register with HCA. Select agency locations that will participating in the FFS program and set up permissions. Sign into SAW and select Provider Entry Portal for the Services list AFTER PROVIDING SERVICES.
- ✓ Submit 837 and 837i Claims through [ProviderOne](#).

Data Entry

- ✓ Sign into SAW and select Provider Entry Portal for the Services list. Submit all data transactions per the Data Guide: Email FFSQuestions@hca.wa.gov for current data guide.

HCA Services Contact List

Questions to HCA about the FFS program implementation:

FFSQuestions@hca.wa.gov

Questions about HCA applications, your NPI(s) enrollment status with HCA, or updates to the information HCA has on file for your organization in ProviderOne:

providerenrollment@hca.wa.gov

OR

1-800-562-3022 ext. 16137 from 7:30am-4:30pm Monday to Friday (closed on Wednesday) [Questions about claims submittal \(including 837 and 837i claims\)](#). OR

1-800-562-3022 Ext. 15499 from 7:00am to 12:00pm, Monday through Friday

Assistance only for unlocking your organization's ProviderOne system administrator account and resetting your system administrator password:

provideronesecurity@hca.wa.gov

OR

1-800-562-3022 ext. 19963

Questions about HIPAA transactions other than the 837:

Hipaa-help@hca.wa.gov